	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
100	**General**						
101	General	The system shall facilitate change control tracking.	1.0	High			Automate current VDC form - attached
102	General	The system shall facilitate issue tracking.	1.0	High			
103	General	The system shall facilitate VDC work order notification management.	2.0	High			
104	General	The system shall facilitate notifications management.	2.0	High			
105		The system shall facilitate queue requests.	2.0	High			Automate current VDC form-attached
106	General	The system shall provide clear, time based tracking of all change controls, issues, VDC work orders, and queue notifications	1.0	High			
107	General	The system shall keep history information for all change controls, issues, VDC work orders, and queue notifications.	1.0	High			
108	General	The system shall allow for escalation of issues.	2.0	Medium			
109	General	The system shall provide email notification upon assignment.	1.0	High			
110	General	The system shall provide email notification upon up dates.	2.0	Medium			
111	General	The system shall provide email notification upon escalation.	2.0	Medium			
112	General	The system data shall be backed up on configurable intervals.	1.0	High			
113	General	The system must support portability of data to updated versions.	1.0	High			
114	General	The input screen will be configurable based on type of request. (e.g. issue, queue request, port request)	1.0	High			
Notific ation							
	Pagers	The system shall be able to e-mail specific pagers for issues with Priority of "critical" when the issues are assigned and reassigned.		High			
	Notification Content	The system shall include the following information in the pager e-mail: Topic, Issue number, requester's phone number.		High			
200	**Access**						
201	Access	The system shall allow for ubiquitous access via web browsers.	1.0	High			
202	Access	The system shall allow simultaneous access to the number of users consistent with estimated usage.	1.0	High			
203	Access	The system shall allow for management of user rights and access permissions.	1.0	High			
204	Access	The system permission shall support field level permissions based on roles or individual permission levels.	1.0	High			
300	**Reports**						
301	Reports	The system shall have configurable reporting capabilities for all users.	1.0	High			
302	Reports	The system shall allow for sorting by all appropriate fields.	1.0	High			
303	Reports	The system shall enable printing of all reports.	1.0	High			
304	Reports	The system shall allow exportation of reports to MS Word & MS Excel	2.0	Medium			
305	Reports	The system shall have metrics reporting capabilities for all users	2.0	High			
306	Reports	The system shall provide cross reporting across all types of data (ex. Change Control and issues.	1.0	Medium			
400	**Specific - Change Control**						
	Request	The change control portion of the database shall include the following request information:	1.0				
401	Request	a: Title	1.0	High	Yes		
402	Request	b. Unique Identifier number	1.0	High	Yes		
403	Request	c. Type (e.g. issue, queue request, port request, etc.)	1.0	High	Yes		
404	Request	d. Priority (e.g. Normal, Urgent, etc.)	1.0	High	Yes		
405	Request	e: Status	1.0	High	Yes		
406	Request	f: Description	1.0	High	Yes		
407	Request	g: Systems affected	1.0	High	Yes		
408	Request	h: Dependencies	1.0	High	Yes		
409	Request	i: Risk Assessment	1.0	High	Yes (when opended)		
4010	Request	j: Backout/Recovery Plan	1.0	High	Yes (when opended)		
410	**Timeframe**						

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
	Timeframe	The change control portion of the database shall include the following Timeframe information:	1.0				
411	Timeframe	a: Requested Implementation Date	1.0	High	Yes		
412	Timeframe	b: Requested Implementation Time	1.0	High	No		
413	Timeframe	c: Planned Implementation Date	1.0	High	Yes		
414	Timeframe	d: Planned Implementation Time	1.0	High	Yes (when opended)		
415	Timeframe	e: Emergency Justification (why less then 2 wks lead-time)	1.0	High	No		
416	Timeframe	f: Can the request be completed earlier?	1.0	High	No		
417	Timeframe	g: Estimated Duration to Complete the Change	1.0	High	Yes (when opended)		
418	Timeframe	h: Estimated Duration to Backout the Change	1.0	High	Yes (when opended)		
420	**Requester's Information**						
	Requester's Information	The change control portion of the database shall include the following requester's information:	1.0				
421	Requester's Information	a: Name	1.0	High	Yes		
422	Requester's Information	b: Phone	1.0	High	Yes		
423	Requester's Information	c: Pager	1.0	Medium	No		
424	Requester's Information	d: E-mail	1.0	High	Yes		
430	**Developer's Information**						
	Developer's Information	The change control portion of the database shall include the following developer's information:	1.0				
431	Developer's Information	a: Name	1.0	High	(Yes) When Assigned		
432	Developer's Information	b: Phone	1.0	High	no		
433	Developer's Information	c: Pager	1.0	Medium	no		
434	Developer's Information	d: E-mail	1.0	High	no		
440	**Approver's Information**						
	Approver's Information	The change control portion of the database shall include the following approver's information:	1.0				
441	Approver's Information	a: Name	1.0	High	Yes		
442	Approver's Information	b: Phone	1.0	High	no		
443	Approver's Information	c: Pager	1.0	Medium	no		
444	Approver's Information	d: E-mail	1.0	High	no		
450	**Assignee's Information**						
	Assignee's Information	The change control portion of the database shall include the following assignee's information:	1.0				
451	Assignee's Information	a: Name	1.0	High	Yes		
452	Assignee's Information	b: Phone	1.0	High	no		
453	Assignee's Information	c: Pager	1.0	Medium	no		
454	Assignee's Information	d: E-mail	1.0	High	no		
460	**Other**						
	Other	The change control portion of the database shall include the following additional information:	1.0				
461	Other	a: Attached Files	1.0	High	no		
462	Other	b: Notes	1.0	High	no		
463	Other	c: Note Archive	1.0	High	no		Archive of all notes in the form:
464	Other	d: History	1.0	High	no		History of all updates the change request in the form:
500	**Specific - Issue Tracking**						
	Request	The issue tracking portion of the database shall include the following request information:	1.0				
501	Request	a: Topic (Headline)	1.0	High	Yes		
502	Request	b: Issue Number	1.0	High	Yes		
503	Request	c: Status	1.0	High	Yes		
504	Request	d: Detailed Description	1.0	High	Yes		

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
505	Request	e: Project or Program	1.0	High	Yes		
506	Request	f: Percentage complete	1.0	High	no		
507	Request	g: Priority	1.0	High	Yes		
508	Request	H: Assignee	1.0	High	Yes (when Assigned)		
509	Request	I: Responses	1.0	High	no		
5010	Request	j: Escalation	1.0	Medium	no		
510	**Timeframe**						
	Timeframe	The issue tracking portion of the database shall include the following Timeframe information:	1.0	High			
511	Timeframe	a: Issue Request date	1.0	High	Yes		
512	Timeframe	b: Issue Resolution date	1.0	High	Yes (when resolved)		
513	Timeframe	c: Completion date (due date)	1.0	High	Yes		
520	**Requester's Information**						
	Requester's Information	The issue tracking portion of the database shall include the following requester's information:	1.0	High			
521	Requester's Information	a: Name	1.0	High	Yes		
522	Requester's Information	b: Phone	1.0	High	Yes		
523	Requester's Information	c: Pager	1.0	Medium	no		
524	Requester's Information	d: E-mail	1.0	High	Yes		
530	**Assignee's Information**						
	Assignee's Information	The issue tracking portion of the database shall include the following assignee's information:	1.0	High			
531	Assignee's Information	a: Name	1.0	High	Yes (when Assigned)		
532	Assignee's Information	b: Phone	1.0	High	no		
533	Assignee's Information	c: Pager	1.0	Medium	no		
534	Assignee's Information	d: E-mail	1.0	High	Yes (when Assigned)		It would be nice to have this automated
540	**Other**						
	Other	The issue tracking portion of the database shall include the following additional information:	1.0				
541	Other	a: Attached Files	1.0	High	no		
542	Other	b: Notes	1.0	High	no		
543	Other	c: Note Archive	1.0	High	no		Archive of all notes in the form: <date> <name of person who added the status> -<status>
544	Other	d: History	1.0	High	no		History of all updates the change request in the form: <date> <name of person who added the status> -<status>
550	**Notification**						
551	Pagers	The system shall be able to e-mail specific pagers for issues with Priority of "critical" when the issues are assigned and reassigned.	2.0	High			
552	Notification Content	The system shall include the following information in the pager e-mail: Topic, Issue number, requester's phone number.	2.0	High			
600	**Specific - W.O. Notification**						
	Request	The work order notification portion of the database shall include the following request information:	1.0				
601	Request	a: Title	1.0	High	Yes		
602	Request	b: Description	1.0	High	Yes		

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
603	Request	c: Systems affected.	1.0	High	Yes		
604	Request	d. Environment (Development, Test, Production)	1.0	High	Yes		
605	Request	e: Reason for work.	1.0	High	Yes		
606	Request	f: Risk Assessment	1.0	High	Yes		
607	Request	g: Backout/Recovery Plan	1.0	High	Yes		
610	**Timeframe**						
	Timeframe	The work order notification portion of the database shall include the following Timeframe information:	1.0				
611	Timeframe	a: Implementation Date	1.0	High	Yes		
612	Timeframe	b: Estimated Time to Complete the Change	1.0	High	Yes		
613	Timeframe	c: Estimated Time to Backout the Change	1.0	High	Yes		
620	**Requester's Information**						
	Requester's Information	The work order notification portion of the database shall include the following requester's information:	1.0				
621	Requester's Information	a: Name	1.0	High	Yes		
622	Requester's Information	b: Phone	1.0	High	Yes		
623	Requester's Information	c: Pager	1.0	Medium			
624	Requester's Information	d: E-mail	1.0	High	Yes		
630	**Developer's Information**						
	Developer's Information	The work order notification portion of the database shall include the following developer's information:	1.0				
631	Developer's Information	a: Name	1.0	High	Yes		
632	Developer's Information	b: Phone	1.0	High	Yes		
633	Developer's Information	c: Pager	1.0	Medium			
634	Developer's Information	d: E-mail	1.0	High	Yes		
640	**Approver's Information**						
	Approver's Information	The work order notification portion of the database shall include the following approver's information:	1.0				
641	Approver's Information	a: Name	1.0	High	Yes		Not sure if ther is one
642	Approver's Information	b: Phone	1.0	High	No		
643	Approver's Information	c: Pager	1.0	Medium	No		
644	Approver's Information	d: E-mail	1.0	High	No		
650	**Other**						
	Other	The work order notification portion of the database shall include the following additional information:	1.0		No		
651	Other	a: Attached Files	1.0	High	No		
652	Other	b: Notes	1.0	High	No		
653	Other	c: Note Archive	1.0	High	No		Archive of all notes in the form: <date> <name of person who added the status> - <status>
654	Other	d: History	1.0	High	No		History of all updates the change request in the form: <date> <name of person who added the status> - <status>
700	**Specific - Queue Request**						
	Request	The queue request portion of the database shall include the following request information:	2.0				
701	Request	a: Process Name	2.0	High	Yes		
702	Request	b: Originating Platform	2.0	High	Yes		
703	Request	c: MQSI (Y/N)	2.0	High	Yes		
704	Request	d: Input Queue name	2.0	High	Yes		

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
705	Request	e: Input Broker Name	2.0	High	no		
706	Request	f: Destination Platform	2.0	High	Yes		
707	Request	g: Output Queue name	2.0	High	Yes		
708	Request	h: Output Queue Manager	2.0	High	Yes		
709	Request	I: Output Broker name	2.0	High	no		
7010	Request	j: Triggering (Y/N)	2.0	High	no		
7011	Request	k: Queue Volume (e.g.. 150,000 msgs/Month)	2.0	High	no		
710	**Timeframe**						
	Timeframe	The queue request portion of the database shall include the following Timeframe information:	2.0				
711	Timeframe	a: Request Date	2.0	High	Yes		
712	Timeframe	b: Requested Implementation date	2.0	High	Yes		
720	**Requester's Information**						
	Requester's Information	The queue request portion of the database shall include the following requester's information:	2.0				
721	Requester's Information	a: Name	2.0	High	Yes		
721	Requester's Information	b: Phone	2.0	High	Yes		
722	Requester's Information	c: Pager	2.0	Medium	no		
723	Requester's Information	d: E-mail	2.0	High	Yes		
730	**Developer's Information**						
	Developer's Information	The queue request portion of the database shall include the following developer's information:	2.0				
731	Developer's Information	a: Name	2.0	High	Yes (when Assigned)		
732	Developer's Information	b: Phone	2.0	High	no		
733	Developer's Information	c: Pager	2.0	Medium	no		
734	Developer's Information	d: E-mail	2.0	High	no		
740	**Approver's Information**						
	Approver's Information	The queue request portion of the database shall include the following approver's information:	2.0				
741	Approver's Information	a: Name	2.0	High	Yes		
742	Approver's Information	b: Phone	2.0	High	No		
743	Approver's Information	c: Pager	2.0	Medium	No		
744	Approver's Information	d: E-mail	2.0	High	No		
750	**Other**						
	Other	The queue request portion of the database shall include the following additional information:	2.0				
751	Other	a: Attached Files	2.0	High	No		
752	Other	b: Notes	2.0	High	No		
753	Other	c: Note Archive	2.0	High	No		Archive of all notes in the form: <date> <name of person who added the status> - <status>
754	Other	d: History	2.0	High	No		History of all updates the change request in the form: <date> <name of person who added the status> - <status>
800	**Specific - Port Requests**						
	Request	The port request portion of the database shall include the following request information:	2.0				
801	Request	a: Description	2.0	High			
802		b: Unique Identifier	2.0	High			

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note
803		c: Number of Requests	2.0	High			Determines lines on form
804	Request	b: Source Address1	2.0	High			
805	Request	c: Source Profile	2.0	High			
806	Request	d: Destination Address	2.0	High			
807	Request	e: Destination Profile	2.0	High			
808	Request	f: Listen Ports	2.0	High			
809	Request	g: Reverse Direction	2.0	High			
810	**Timeframe**						
	Timeframe	The port request portion of the database shall include the following Timeframe information:	2.0				
811	Timeframe	a: Request Date	2.0	High			
812	Timeframe	b: Requested Implementation date	2.0	High			
813	Timeframe	c: Termination Date	2.0	High			
820	**Requester's Information**						
	Requester's Information	The port request portion of the database shall include the following requester's information:	2.0				
821	Requester's Information	a: Name	2.0	High			
822	Requester's Information	b: Phone	2.0	High			
823	Requester's Information	c: Pager	2.0	Medium			
824	Requester's Information	d: E-mail	2.0	High			
840	**Approver's Information**						
	Approver's Information	The port request portion of the database shall include the following approver's information for both ED approval and CSC approval:	2.0				
841	Approver's Information	a: Name	2.0	High			
842	Approver's Information	b: Phone	2.0	High			
843	Approver's Information	c: Approver Authorization	2.0	High			
844	Approver's Information	d. Date	2.0	High			